

SEPA – Setup Participations

There is a separate version of SEPA for each program. Cases with multiple programs will have a SEPA screen for each program. They appear in the screenflow in alphabetical order by Program code.

Descriptions of the AF, FS, and MA SEPA screens are provided below.

AF (TANF Cash Assistance) SEPA:

SEPA		SETUP PARTICIPATIONS				06/01/01 08:48:26					
FA						DARLA T					
CASE NAME: DOE, JANE		CASE NUMBER: 000002				↓					
PROGRAM: AF		PROGRAM SUBTYPE:									
CURRENT TRACK: TC		ALERTS:									
MT TANF MONTHS USED: 016		BENEFIT MONTH: 0701				DEEMED NMI SIZE (PRO): 00					
HIST	POA	NAME	REL	ADULT CHILD	PARTIC CODE	FUL COV	EXEMPT CODE	STR DATE	DQN RSN	CLIENT ID	PERSON ALERTS
<div style="border: 1px solid black; padding: 2px; display: inline-block;">QS</div>	01	JANE	D	PI	A	IN			01	0000004	
	02	DAVE	T	SP	A	DQ			01	SN	0000007 A1
	03	SALLY	T	CH	C	IN	↑	↑	01	0000006	
	04	JENNI	T	CH	C	IN	↑	↑	01	0000030	
				↑	↑	↑			↑		
MORE CLIENTS: N						NEXT-->					

Solid arrow = Mandatory field. Open arrow = Optional field. QS = Quick Select field.

Display Fields common to all SEPA screens

CASE NAME

The case name (Primary Information person) is displayed.

CASE NUMBER

The TEAMS case number is displayed.

PROGRAM

The Program Type code is shown in this field, and identifies the program to which that SEPA screen applies.

PROGRAM SUBTYPE

For Medicaid involvements, the Subtype code is shown in this field to identify the specific program to which that SEPA screen applies.

BENEFIT MONTH

The month that was entered on the menu prior to accessing the SEPA screen is displayed. The information shown on SEPA applies only to that benefit month.

ALERTS

If the worker has entered any *program alert* codes for this case on the PRAP (Program And Person Alerts) screen, they will be displayed in this field. Up to three codes can display, indicating useful information about the case (for example, ?! means "See Case Notes").

POA

The Position On Application number is shown for each person in the case.

NAME

The first five letters of each participant's first name and his/her last initial are displayed.

STR DATE

The Start Date field displays the day on which benefits began for that month for each individual. The day will be displayed automatically, but *can be updated here when appropriate*. For newly registered cases/programs, the day that was entered as the Start Date on APRE or APMA will display. For ongoing cases, '01' will be displayed, as benefits are issued for the entire month.

CLIENT ID

The seven-digit number assigned to the person by TEAMS is displayed. Each individual stored in the TEAMS database has a unique ID number.

PERSON ALERTS

Up to three *person alert* codes can be displayed for an individual. These codes are generally entered on the PRAP (Program And Person Alerts) screen to provide useful information about the individual (for example, LE means "Limited English Speaker"). If the person has had a TANF Cash sanction, a system-generated Alert code will appear in this field.

Display Fields specific to AF SEPA**CURRENT TRACK**

This field displays the TANF Cash "track" code of TC, which is the only track code in use as of the benefit month of 07/01.

MT TANF MONTHS USED

This field displays the *current* MT TANF timeclock count for the case as a whole (regardless of the benefit month being viewed).

Mandatory Fields on AF SEPA ([F1] indicates Online Help is available.)**REL** [F1]

This field will automatically display the two-character Relationship code that was entered on the APRE screen. It indicates the person's relationship to the PI (Primary Information person). When a new participant is added to an existing case, his/her Relationship code is entered here. Relationship codes can be changed here as needed (except for PI, which cannot be changed).

ADULT/CHILD [F1]

A code must be entered in this field for each person to indicate whether he/she is an adult, child, teen, or teen parent. The code determines whether a FIA (Family Investment Agreement) is required and whether that person's timeclocks will increment for each month of benefits received.

PARTIC CODE [F1]

The Participation code is entered in this field. It determines how each individual participates in that program (how income and resources are counted and whether he/she is included in the household size and/or benefits). When a program is first registered, the code 'CO' (Contact Made) will appear in this field for each person. This must be changed to a valid code. Participation codes drive all eligibility, so policy must be followed when assigning codes.

Optional Fields on AF SEPA**DEEMED NMI SIZE**

If it is appropriate per policy to deem income of a person outside the "assistance unit," this field is used to enter the number of persons to be counted in the deemed NMI (net monthly income) size. Refer to the policy manual regarding deeming of income, and enter the appropriate number.

FUL COV [F1]

This field is used to enter a code indicating full Medicaid coverage when appropriate per policy; for example, if the person is pregnant. The code must be deleted when it no longer applies.

EXEMPT CODE [F1]

This field is used to enter a three-character Timeclock Exemption code for certain TANF Cash participants who qualify for an exemption per policy. The exemption prevents the TANF-60 timeclock from incrementing. (As of 07/01, 'PTP' is the only valid exemption code for this field.)

DQN RSN

This field is required only if there is a disqualified person (participation code DQ) in the AF involvement. A two-letter code is entered in this field for the disqualified individual to indicate the reason for disqualification. The TANF-60 timeclock will tick for any person having a reason code of 'SN' (Disqualified due to Sanction).

Quick Select Field on AF SEPA**HIST**

This field is used to access either the IPPH (Ineligibility Period Person History) screen, the PEHI (Person History) screen, or the SAPH (Sanction Person History) screen for an individual in the case. To access IPPH, an 'I' is entered in this field; to access PEHI, a 'P' is entered in this field; to access SAPH, an 'S' is entered in this field.

FS (Food Stamps) SEPA:

SEPA				SETUP PARTICIPATIONS		06/01/01 11:03:19			
FA						DARLA T			
CASE NAME: DOE, JANE						CASE NUMBER: 000002			
PROGRAM: FS				PROGRAM SUBTYPE:		BENEFIT MONTH: 0701			
ALERTS:						DEEMED NMI SIZE (PRO) : 00			
POA	NAME	REL	PARTIC CODE	FS DI	STR DATE	DQN RSN	CLIENT ID	PERSON ALERTS	
01	JANE	D	PI	IN	01		0000004		
02	DAVE	T	SP	DQ	01	AB	0000007	\$\$	
03	SALLY	T	CH	IN	01		0000006		
04	JENNI	T	CH	IN	01		0000030		

MORE CLIENTS: N NEXT-->

Enterable fields are identified by arrows.

Mandatory Fields on FS SEPA

REL [F1]

This field will automatically display the two-character Relationship code that was entered on the APRE screen. It indicates the person's relationship to the PI (Primary Information person). When a new participant is added to an existing case, his/her Relationship code is entered here. Relationship codes can be changed here as needed (except for PI, which cannot be changed).

PARTIC CODE [F1]

The Participation code is entered in this field. It determines how each individual participates in that program (how income and resources are counted and whether he/she is included in the household size and/or benefits). When a program is first registered, the code 'CO' (Contact Made) will appear in this field for each person. This must be changed to a valid code. Participation codes drive all eligibility, so policy must be followed when assigning codes.

Optional Field on FS SEPA

FS DI [F1]




This FS Disability field is left blank, unless an individual meets the FS Policy definition of Disabled. A 'D' is entered in that instance for "special category" budgeting purposes.

DQN RSN

This field is required only if there is a disqualified person (participation code DQ, DS, or DF) in the FS involvement. A two-letter code is entered in this field for each disqualified individual to indicate the reason for disqualification.

MA (Medicaid) SEPA:

NOTE – This section also applies to **QM SEPA** (for QMB program) and **SL SEPA** (for SLMB program).

SEPA		SETUP PARTICIPATIONS		06/01/00 16:43:09			
FA				DARLA T			
CASE NAME: DOE, JANE				CASE NUMBER: 000002			
PROGRAM: MA		PROGRAM SUBTYPE: FM		BENEFIT MONTH: 0999			
ALERTS:				DEEMED NMI SIZE (PRO) : 00			
POA	NAME	REL	PARTIC CODE	FUL COV	STR DATE	CLIENT ID	PERSON ALERTS
01	JANE	T PI	IN		01	0000004	
02	DAVE	T SP	DQ		01	0000007	\$\$
03	SALLY	T CH	IN		01	0000006	
04	JENNI	T CH	IN		01	0000030	
							
MORE CLIENTS: N				NEXT-->			

Enterable fields are identified by arrows.

Mandatory Fields on MA SEPA**REL [F1]**

This field will automatically display the two-character Relationship code that was entered on the APRE screen. It indicates the person's relationship to the PI (Primary Information person). When a new participant is added to an existing case, his/her Relationship code is entered here. Relationship codes can be changed here as needed (except for PI, which cannot be changed).

PARTIC CODE [F1]

The Participation code is entered in this field. It determines how each individual participates in that program (how income and resources are counted and whether he/she is included in the household size and/or benefits). When a program is first registered, the code 'CO' (Contact Made) will appear in this field for each person. This must be changed to a valid code. Participation codes drive all eligibility, so policy must be followed when assigning codes.

Optional Fields on MA SEPA

DEEMED NMI SIZE

If deeming of income is appropriate per policy, this field is used to enter the number of persons to be counted in the deemed NMI (net monthly income) size. Refer to the policy manual.

FUL COV [F1]

This field is used to enter a code indicating full Medicaid coverage when appropriate per policy; for example, if the person is pregnant. The code must be deleted when it no longer applies.

Quick Select Field on MA SEPA

MARH

This field is used to access the MARH (MA Replacement History) screen.

Navigation Fields and Fkeys common to all SEPA screens

MORE CLIENTS	This field displays N if all household members are listed on the screen, or Y if more members are shown on the next page. The user can change Y to N (except at initial entry) to bypass the second page or to use the NEXT- -> field.
NEXT- ->	This field allows the user to access the next desired screen by typing the screen name.
F2	The F2 key returns to the last TEAMS <i>menu</i> that was accessed.
F3	The F3 key returns to the SYSE (System Selection) menu.
F4	The F4 key accesses CASU (Case Summary), which lists the names, POA numbers, participation codes, etc. of all members. Pressing Enter on CASU returns to the original screen.
F6	If a case has more than one SEPA screen and the user is viewing any screen other than the first, pressing F6 returns to the first SEPA screen.
F10	The F10 key accesses the CANO (Case Notes) screen.
F12	The F12 key clears any new data typed on the screen, as long as Enter has not been pressed.